

# **Batch Process Technical and FAQ**

Matthew Harshbarger  
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## Software

The batch process piece of the Address Validation Service utilizes the vendor product [AccuZip](#). AccuZip is a Foxpro desktop client software that we host on a virtual PC. For more details about using AccuZip check out the following document. [http://www.accuzip.com/webhelp/AccuZIP6\\_Help.pdf](http://www.accuzip.com/webhelp/AccuZIP6_Help.pdf)

## Input File Suggested Format

By providing your input file in the following format you save time and money as well as achieve less errors and a higher level of accuracy in the results of the batch process. Input files should be created as type CSV or Fixed Length TXT. If an input file is provided in a different format than what is described below it may be rejected or will incur additional billable time charges and will not be eligible for job automation.

### CSV Example:

ID(unique number - max length 10),First Name(max length 55),Last Name(max length 30),Company Name(max length 50),Address(max length 60),Address2(max length 50),City(max length 30),State(abbreviation - max length 2),ZIP(5 or 5+4 - max length 10)<carriage return>(no carriage return after last record)

1,John,Smith,ACME Corp,100 Main Street,Suite 3,Des Moines,IA,503191234<carriage return>(no carriage return after last record)

### TXT Fixed Length Example:

ID (length 10) First (length 55) Last (length 30) Company (length 50) Address (length 60) Address2 (length 50) City (length 30) State(abbreviation max length 2) Zip (length 10)<carriage return>(no carriage return after last record)

1<9 spaces>John<51 spaces>Smith<25 spaces>ACME Corp<41 spaces>100 Main Street<45 spaces>Suite 3<43 spaces>Des Moines<20 spaces>IA<0 spaces>503191234<0 spaces><carriage return>(no carriage return after last record)

## Output File Format

The batch process will produce the following out document in either CSV or Fixed Length TXT format.

### CSV Example:

ID(unique number - max length 10),First Name(max length 55),Last Name(max length 30),Company Name(max length 50),Address(max length 60),Address2(max length 50),City(max length 30),State(abbreviation - max length 2),ZIP(5 or 5+4 - max length 10),Imbarcode(max length 65),Traymark\_(max length 2),Cont\_id(max length 6),Status\_(max length 1),Sequence(max length 7)<carriage return>(no carriage return after last record)

1,John,Smith,ACME Corp,100 Main Street,Suite 3,Des Moines,IA,503191234<carriage return>(no carriage return after last record)

### TXT Fixed Length Example:

ID (length 10) First (length 55) Last (length 30) Company (length 50) Address (length 60) Address2 (length 50) City (length 30) State(abbreviation - length 2) Zip (length 10),Imbarcode(length 65),Traymark\_(length 2),Cont\_id(length 6),Status\_(length 1),Sequence(length 7)<carriage return>(no carriage return after last record)

1<9 spaces>John<51 spaces>Smith<25 spaces>ACME Corp<41 spaces>100 Main Street<45 spaces>Suite 3<43 spaces>Des Moines<20 spaces>IA<0 spaces>503191234<0 spaces><carriage return>(no carriage return after last record)

## Automated or Manual Processing

Jobs can be set up to be ran automatically or manually.

## Technical Details and FAQ

- Input file layout. If an input file is provided in a different format than what is described below it will be rejected or will incur billable time charges. Also files that are not in the following format will not be eligible for future automation.
- Each mailing must be identical weight pieces. We do not own the extensions that would allow us to handle assorted weights.
- Getting addresses cleaned up from the first time they are entered into a database is the way to save postage and labor. You can go to [www.usps.com to perform ZipCode Lookups and find out if a new address is deliverable. This tool will standardize the address and provide a ZIP +4 \(means it is CASS certified\) and that format should be followed exactly when you first enter it into your various databases. If the tool says "this address may be nondeliverable" you will pay higher postage, deal with the returned mail increasing labor costs and the constituent does not receive the message in a timely manner.](http://www.usps.com to perform ZipCode Lookups and find out if a new address is deliverable. This tool will standardize the address and provide a ZIP +4 (means it is CASS certified) and that format should be followed exactly when you first enter it into your various databases. If the tool says )
- The Postal Service accepts mailing pieces that use a format known as "dual addresses", where an address contains both a street delivery address and a box delivery address. Dual addresses are supposed to appear on separate lines. The ZIP code used should be for the delivery point, which is the lower line. (Boxes and streets often use different five-digit ZIP codes.) For example,

XYZ CORP  
100 GRANADA DR  
BOX 500 <-- delivered to this address  
APTOS CA 95001 <-- ZIP for PO BOX 500

XYZ CORP  
BOX 500  
100 GRANADA DR <-- delivered to this address  
APTOS CA 95003 <-- ZIP for 100 GRANADA DR

- There is not a price decrease for *using* NCOA, but it helps your company meet the requirements to get discounted postage of any kind.

Discounted postage (anything less than 44 cents for a First-Class one ounce letter) is a work-sharing discount and is achieved by meeting many requirements. The two requirements related to the database (address) specifically are CASS (is it a deliverable address?) and the use of an approved Move Update Method (is there a Change-of-Address order in the system for this address *and* name?). NCOA is one of the approved Move Update Methods.

So, the answer to your last question is: Yes, there is a price decrease for using NCOA for presorted mailings also, not just automation. If a letter is machinable because of its physical size and flexibility, the only real difference between presorted and automation is that automation mail has a delivery-point barcode on it.

Anything other than full-rate (First-Class or Standard) requires the use of an approved Move Update Method.

- Eliminate dual addresses on the output mailpiece, if possible, although mailer files may maintain both mailing and physical addresses. However, if dual addresses are used, place the intended delivery address on the line immediately above the city, state, and ZIP+4 Code. This normally is the Post Office Box address. The other address must be placed on a separate line above the Delivery Address Line. The ZIP+4 Code used must be the correct code for the delivery address on the line directly above the city, state, and ZIP Code. Mailer File, PO BOX 1001, FALLSCHURCH VA 22041-1001

JOHN DOE  
ABC COMPANY  
1401 MAIN ST  
FALLS CHURCH VA 22042-1441

ATTN JOHN DOE  
ABC COMPANY  
1401 MAIN ST  
FALLS CHURCH VA 22042-1441

1201 BROAD ST E  
PO BOX 1001  
FALLS CHURCH VA 22062-1001

PO BOX 1001  
FALLSCHURCH VA 22041-1001

Mail with a dual address (both a street address and a Post Office box number) is delivered to the address immediately above the city and state (or to the Post Office box if both the street address and Post Office box are on the same line). If a ZIP+4 code or 5-digit ZIP Code is used, it must correspond to the address element immediately above the city and state (or with the Post Office box number in the address if both the street address and Post Office box are on the same line).

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These restrictions also apply to return addresses on mail (for more information, see Publication 28, Postal Addressing Standards).

You really don't have to do anything on postage statements EXCEPT mark the box that shows which Move Update method you used. Or mark more than one box if you used several methods.

- Each address (record) is supposed to have been run through a Move Update method within 95 days. If some are not mailed to in 95 days, then Yes they would need to go through an approved method. Because it is nearly impossible to know when each record has been cleansed and how many days since then, many companies just run their entire list quarterly.
- Addresses that do not Cass certify very like are undeliverable addresses and may fall into full-rate postage of 44 cents if there are less than 500 pieces. In order to get a discount on that portion, a segregated mailing with just the non-CASS addresses (no barcode) and mail them as Machinable letters. A minimum of 500 records are required to do this. You would only be saving 2.6 cents over full-rate. (non-automation presort rate is \$.414)